



**Personnel**

**\*AIR FORCE JUNIOR ROTC (AFJROTC) INSTRUCTOR MANAGEMENT**  
**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction describes duties and responsibilities for Air Force Junior Reserve Officer Training Corps (AFJROTC) instructors and establishes criteria for certification, recertification, probational certification, and decertification. It establishes policies and procedures for the evaluation of instructors, for transfer of instructors, for recognizing outstanding achievement, and for sabbatical leaves. It implements DoDD 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program* and AFI 36-2010, *Junior Reserve Officer Training Corps*. It applies to Air Force Officer Accession and Training Schools (AFOATS), regional inspection coordinators, and AFJROTC instructors.

**Privacy Act Warning:** This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U. S. C. 102. Privacy Act statements required by AFI 33-332, *Air Force Privacy Act Program*, is contained in the AFOATS Form 200, **Application for Air Force Junior ROTC Instructor Duty**. System of records notice F035 AETC-B, Air Force Junior Reserve Training Corps Applicant/Instructor System, applies.

**SUMMARY OF REVISIONS**

This revision specifies the requirement for the senior aerospace science instructor (SASI) to brief newly assigned principals/superintendents on AFJROTC (1.2.1.1.5.); encourages schools to give financial consideration when aerospace science instructors (ASI) possess a bachelor's degree (1.2.2.2.); clarifies an additional ASI may be an officer or noncommissioned officer (1.2.3.) and changes sample criteria for requesting additional ASI positions (attachment 1); deletes repetitive job specifications of additional commissioned officer ASI (1.2.3.2.1. through 1.2.3.2.5.); deletes repetitive job specifications for additional noncommissioned officer ASI (1.2.3.3.1. through 1.2.3.3.5.); adds definition of professional relationships (1.3.1.1.2.); adds definition of instructor-student fraternization (1.3.1.1.3.); changes Evaluation Rating (ER) of "poor" to "needs improvement" (2.2.6.5.); deletes Regional Workshop guidance (2.4.2.2. through 2.4.2.2.4.); changes decertification or probational certification authority from AFOATS/CC to AFOATS/JR (2.5.2.); changes requirement from biennial to annual Instructor Evaluation Reports on all instructors (3.6.3.1.); changes ER rating of "poor" to "needs improvement" (3.6.3.2.3., 3.6.3.3.2.1., 3.6.3.3.2.3., and 3.6.4.1.); changes ER rating of "poor" to "needs improvement", deletes "average" rating and changes "excellent" to "acceptable"; changes ER rating of "poor" to "needs improvement" (3.6.4.2.2. and 3.6.4.4.); changes requirement for biennial evaluation reports to annual (3.6.3.2. and 3.6.5.1.); requires all current instructors after 15 April to submit a letter of resignation from their current position to AFOATS/JRI before being considered for other instructor vacancies (4.4.2.); requires rating

officials to forward the AFOATS Form 98, **Instructor Evaluation Report** (5.2.1.) and award narrative (attachment 3) for the Outstanding Instructor Award to AFOATS/JRI NLT 15 April; adds Outstanding Instructor awards will be selected by a HQ AFOATS board (5.2.3.); defines Outstanding Instructor award criteria (5.3.); changes Outstanding Instructor award nomination procedures (5.4.); deletes previous Outstanding Instructor award procedures (5.4.1. and 5.4.4.); and deletes sample notification letter for instructors who desire to compete for vacancies after 15 April (attachment 3).

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## Chapter 1

### DUTIES AND RESPONSIBILITIES

#### 1.1. Responsibilities:

1.1.1. Responsibility of Schools. Schools hosting AFJROTC units agree, by contract with the Air Force, to provide a program of instruction and to maintain standards prescribed by the Air Force. Schools will employ instructors approved by the Air Force and ensure the total work is divided as outlined in this instruction.

1.1.2. Responsibility of the Air Force. A listing of vacancies and projected vacancies are listed on the AFJROTC Web Site ([www.afoats.af.mil/afjrotc.htm](http://www.afoats.af.mil/afjrotc.htm)). Interested individuals respond by phone or on the AFJROTC Web Site. The most highly qualified retired officers and enlisted personnel available for instructor duty are nominated by AFOATS/JRI to schools with vacancies or new programs. Nominees must meet the basic qualifications established by this instruction.

1.1.3. Responsibility of Instructors. Instructors perform duties, accept responsibilities, and meet minimum standards as prescribed by this instruction. Further, instructors directly supervise all cadets participating in AFJROTC field trips or visits, which enhance or supplement the program.

1.1.4. Monitoring and Evaluating Instructor Performance. Monitoring and evaluating instructor performance is accomplished as stated in Chapter 3. AFOATS/JRI is accountable for the proper development and administration of job descriptions, specifications, performance standards, and work rules.

## **1.2. Job Descriptions and Job Specifications of AFJROTC Instructors:**

1.2.1. Senior Aerospace Science Instructor (SASI). The SASI is usually the senior instructor assigned (by grade). When two officers of equal grade are assigned to a AFJROTC unit, the principal (or designated administrator) will normally designate the officer with the greater seniority at the unit as the SASI. However, the principal (or designated administrator) may consider academic degree level, teaching experience, and personal desires in designating the SASI.

1.2.1.1. Job Description. The SASI:

1.2.1.1.1. Manages and administers the AFJROTC program.

1.2.1.1.1.1. Supervises and assigns work to Aerospace Science Instructors (ASIs). Reviews and monitors the course plan of each instructor.

1.2.1.1.1.2. Supervises the administrative, logistical, and financial management of the unit.

1.2.1.1.1.3. Ensures the integration of the AFJROTC program into the school environment by cooperating with school, community, veterans, and parental groups; participating in student information programs and public service actions; and establishing aerospace science as an integral academic and administrative part of the institution.

1.2.1.1.1.4. Makes AFJROTC presentations to local schools.

1.2.1.1.1.5. Provides introductory briefing on AFJROTC, to include school and Air Force contract agreement, to newly assigned principal/superintendent.

1.2.1.1.1.6. Interviews applicants for AFJROTC instructor duty.

1.2.1.1.1.7. Develops and supervises curriculum-in-action trips, fund raising, and other co-curricular activities.

1.2.1.1.1.8. Maintains liaison with Air Force representatives in logistics, finance, and academic areas to ensure effective utilization of Air Force resources.

1.2.1.1.1.9. During summer vacation, SASIs under contract may: teach aerospace science and leadership education courses; conduct leadership seminars and drill practices; establish a cadet summer work program with aerospace industry or Air Force installations; update curriculum materials and lesson plans; develop associated media aids; organize regional AFJROTC instructor workshops; attend AFJROTC workshops; solicit assistance from support base personnel; contact government surplus agencies; and brief civic groups, parent-teacher organizations, and military and school officials.

1.2.1.1.1.10. Sponsors new units in the area.

1.2.1.1.2. Plans, organizes, and instructs aerospace science and leadership education courses. Determines the number of hours for each course of instruction and organizes a curriculum model to complement the local school curriculum plan.

1.2.1.1.2.1. Instructs students by lecture, guided discussion, lecture and discussion, student briefing or report, student panel, teaching interview, guest lecture, team teaching, demonstration-performance, role playing, and brain-storming using large and small group interaction.

1.2.1.1.2.2. Employs models, graphs, slides, maps, periodicals, films, filmstrips, charts, transparencies, chalkboard, handouts, and other aids to facilitate student learning.

1.2.1.1.2.3. Develops course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives. Lesson plans will be in the format directed by the school. When the school does not specify a particular format, instructors must use the format outlined in the AFJROTC Curriculum Guide.

1.2.1.1.2.4. Evaluates student progress, diagnoses individual learning problems, and initiates corrective action, as appropriate. Encourages students through proactive counseling to complete high school and pursue higher education goals.

1.2.1.1.2.5. Confers with AFOATS/JRO regarding course planning and content, examination procedures, scheduling difficulties, teaching methods and techniques, and other related areas.

1.2.1.1.2.6. Consults with the principal (or designated administrator) on the priority of AFJROTC within the school and the requirement for space and equipment support for the unit.

1.2.1.1.2.7. Evaluates the aerospace science and leadership education program to determine whether Air Force and school objectives are accomplished.

1.2.1.1.2.8. Coordinates with AFOATS and school officials to ensure AFJROTC accreditation.

1.2.1.1.3. Ensures effective deployment of cadet officials and supervises cadet operations and activities.

1.2.1.1.3.1. Plans, organizes, and directs corps organization.

1.2.1.1.3.2. Coordinates AFJROTC installation visits with installation commanders or their designated representatives for support and services.

1.2.1.1.3.3. Ensures cadets participating in AFJROTC trips or visits are directly supervised by one of the AFJROTC instructors.

1.2.1.2. Job Specifications. The SASI:

1.2.1.2.1. Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.

1.2.1.2.2. Possesses a baccalaureate or higher degree, preferably in education, management, or science. **NOTE:** If not previously certified to teach by a state or state-approved college or university may be required to work toward certification depending upon specific state or school requirements at the time of employment.

1.2.1.2.3. Is a retired Air Force officer (captain through colonel) with a minimum of 15 years extended active duty; retired 5 years or less when hired as an instructor (may be waived if the applicant is otherwise exceptionally well qualified); and served the last year of active duty as an officer.

1.2.1.2.4. Must complete the Aerospace Science Instructor Course (ASIC) for AFOATS certification. Certification is valid for 3 years, at which time the instructor must be recertified by accomplishing one of the recertification options listed in Chapter 2.

1.2.1.2.5. Self-direction, initiative, and self-reliance are necessary criteria for success. Instructors should be dynamic and have an understanding of the physical, intellectual, social, and emotional growth patterns of high school students. Must be of good moral character and have an enthusiasm for aerospace science, teaching, and the Air Force.

1.2.2. Aerospace Science Instructor (ASI). In each unit a noncommissioned officer is employed as an ASI to complete the unit's basic complement of instructors. The ASI's major task is to teach leadership education. The ASI reports directly to the SASI.

1.2.2.1. Job Description. The ASI assists with the instruction of students and the operation of the unit as outlined in paragraphs 1.2.1.1.1 through 1.2.1.1.3.3, and other duties as directed by the SASI. Although their primary instructor duties are usually associated with leadership education, they also teach aerospace science subjects, if qualified and not prohibited by federal, state, or school policy. Schools usually assign the ASI as the unit military property custodian (MPC).

1.2.2.2. Job Specifications. The ASI:

1.2.2.2.1. Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.

1.2.2.2.2. As a minimum, must possess a high school diploma or equivalent, and may be required to complete appropriate course work to meet requirements of state certification, depending upon state or school requirements. If the ASI selectee possesses a bachelors degree or higher, the school district is encouraged to base annual financial compensation on the established teacher salary schedule for degree and teaching experience. Further consideration should be given to compensation for extra-curricular activities.

1.2.2.2.3. Must be a retired Air Force noncommissioned officer (staff sergeant through chief master sergeant) with a minimum of 15 years of extended active duty and retired 5 years or less when hired as an instructor (may be waived if the applicant is otherwise exceptionally well qualified).

1.2.2.2.4. Must complete the ASIC for AFOATS certification. Certification is valid for 3 years, at which time the instructor must be recertified by accomplishing one of the recertification options listed in Chapter 2.

1.2.2.2.5. Self-direction, initiative, and self-reliance are necessary criteria for success. Instructors should be dynamic and have an understanding of the physical, intellectual, social, and emotional growth patterns of high school students. Must be of good moral character and have an enthusiasm for aerospace science, teaching, and the Air Force.

1.2.3. Additional ASIs. An additional ASI (may be an additional officer or noncommissioned officer (NCO) per request by school officials) is initially authorized when cadet enrollment exceeds 151 and school officials project enrollment will remain in excess of that number during the coming school year. Further increases are authorized when cadet enrollment increases by at least 100 (that is, 251, 351, *etc.*). Attachment 2 provides examples of enrollment calculations for units that have alternative (block) scheduling. School officials must request the additional ASI in writing and certify that their AFJROTC unit enrollment exceeds 151 and is projected to remain in excess of that number. The request must also specify an officer or NCO position. Should an additional ASI be requested based on pre-enrollment figures, AFOATS will honor written certification that the school routinely uses pre-enrollment estimates for allocation of

school funds. AFOATS/JR must approve requests for additional instructor authorizations. Requests for a second officer versus an NCO as the additional ASI may be approved based on budget constraints. In October of each year, the authorization for an additional ASI is reevaluated based upon the average cadet strength in the unit. October enrollment data for the current academic year and previous academic year is used for the average. If the average is below 151, AFOATS/JR sends a letter to school officials notifying them that the additional ASI authorization may be withdrawn at the end of the academic year if enrollment does not increase.

1.2.3.1. Job Description. An additional ASI assists with the instruction of students, operation of the unit, and other duties as directed by the SASI. An additional officer ASI is utilized primarily as an academic instructor and is not used solely for administrative or logistical support. Administrative, logistical, and financial support tasks are shared by all instructors as additional duties. If duty requirements do not permit equal sharing, the SASI will determine individual job requirements and tasks.

1.2.3.2. Job Specifications. Additional commissioned officer ASI (Note: See paragraphs 1.2.1.2.1. through 1.2.1.2.5.).

1.2.3.3. Job Specifications. Additional noncommissioned officer ASI (Note: See paragraph 1.2.2.2.1. through 1.2.2.2.5.).

### **1.3. Performance Standards and Work Rules:**

1.3.1. Performance Standards. SASIs are accountable to the principal (or designated administrator) of the school for the conduct of the program. ASIs (both officers and NCOs) are accountable to the SASI. All instructors must meet Air Force and school requirements and maintain standards acceptable to the Air Force. Instructors must:

1.3.1.1. Maintain standards (dress and personal appearance, financial responsibility, substance abuse, professional relationships, instructor/student fraternization, *etc.*) and body fat standards (see Chapter 7). The American public draws certain conclusions about military effectiveness based on the appearance presented by instructors. There must be no doubt that those affiliated with the Air Force live by a common standard and are responsive to military order and discipline.

1.3.1.1.2. Professional Relationships. Instructors wear the Air Force uniform and represent the Air Force on a daily basis. Therefore, instructors must maintain military decorum and appropriate NCO-officer military relationships of respect.

1.3.1.1.3. Instructor/Student Fraternization. Instructors must not engage in and must prohibit fraternization or unprofessional relationships with students. Examples include, but are not limited to: physical contact with a student; socializing in an overly familiar manner; having students perform personal services (i.e. babysitting, car washing, yard work, *etc.*); and counseling or talking with students alone behind closed doors.

1.3.1.2. Establish a course of instruction as outlined in AFOATSI 36-2001, *Junior Reserve Officer Training Corps*.

1.3.1.3. Achieve mission objectives.

1.3.1.4. Maintain required AFJROTC cadet enrollment.

1.3.1.5. Ensure cadets maintain high standards of personal conduct and appearance at all times, as prescribed by AFOATSI 36-2001.

1.3.1.6. Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by school, state, or federal directives or laws.

1.3.1.7. Develop, maintain, and use a detailed lesson plan for each class presentation.

1.3.1.8. Ensure each AFJROTC student participates in the aerospace science courses as prescribed by the school, state, and the Air Force.

1.3.1.9. Ensure aerospace science courses are credited toward graduation and that credit is equivalent to credit given for similar academic courses.

1.3.1.10. Coordinate scheduling of classes with the school to make it as convenient for students to participate in aerospace science classes as in other courses.

1.3.2. Work Rules. AFJROTC instructors will adhere to the following rules while performing their duties:

1.3.2.1. Conduct the program without discriminating against students on the basis of race, religion, sex, creed, or national origin.

1.3.2.2. Wear the service uniform every school day and on all other occasions when they are acting in the capacity of a SASI or ASI. Instructors may not create “down days” or any other concept that excuses wear of the service uniform. Exceptions are listed as follows:

1.3.2.2.1. Instructors are authorized to wear school colors (for “spirit days”) a maximum of ten times per academic year.

1.3.2.2.2. Uniform requirements are waived for instructors employed during summer months when school is not in session and students are not present.

1.3.2.2.3. The flight suit, while not an acceptable uniform for daily use, may be worn during a lecture (or similar occasion) to demonstrate a specific topic.

1.3.2.2.4. The battle dress uniform (BDU) may be worn no more than 1 day per month and only on a uniform day when cadets are wearing BDUs.

1.3.2.2.5. During periods of extreme physical exertion, such as physical training (PT) or extended drill in extreme heat, the service uniform may be inappropriate. Under such conditions, instructors may wear PT clothing or civilian clothes for the duration of the event.

1.3.2.2.6. Instructors may wear distinctive “spirit wear” or service uniforms while attending drill meets.

1.3.2.3. Perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. AFJROTC instructors will not perform duties or teach classes in any discipline other than aerospace science and leadership education unless the performance of such duties or teaching is outside the normal school day and is contracted between the school and the individual AFJROTC instructor at no expense to the Air Force. However, this provision does not preclude AFJROTC instructors from serving on committees or performing other routine duties that are rotated regularly (daily, weekly, monthly, or annually) among other teachers in the school.

1.3.2.4. Maintain the proper chain of command within the school and AFOATS.



1.3.2.5. Abstain from participation in strikes where prohibited by law. Wear of the uniform is not authorized while participating in strikes or demonstrations, nor will instructors officially sanction such activities as Air Force representatives. Use of cadets in uniform in support of strikes or demonstrations is also prohibited (see AFOATSI 36-2001).

1.3.2.6. Abstain from sponsoring or using Air Force funds to support rifle teams or flying clubs. Instructors should not wear the uniform when participating in school-sponsored activities of this nature (see AFOATSI 36-2001).

1.3.2.7. Comply with all Air Force directives governing AFJROTC.

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## **Chapter 2**

### **CERTIFICATION**

#### **2.1. Responsibilities for Certification:**

2.1.1. Director, Air Force Junior ROTC (AFOATS/JR) ensures that retired Air Force personnel employed as AFJROTC instructors meet the criteria established by appropriate instructions and are initially certified to perform instructor duty.

2.1.2. Instructors ensure they meet the recertification requirements prescribed by this instruction.

2.1.3. The Instructor Management Branch (AFOATS/JRI) monitors instructor duty performance and certification status. Upon completion of requirements, AFOATS/JRI prepares an AFOATS Form 311, **Aerospace Science Instructor Certificate**.

2.1.4. AFOATS/JR approves regional AFJROTC workshops and ensures national workshops are conducted annually. Regional workshops are also conducted by AFOATS/JRO.

2.1.5. AFOATS staff agencies responsible for supporting AFJROTC participate in workshops when requested by AFOATS/JR.

#### **2.2. Certification Status:**

2.2.1. Prerequisite. Instructors may not teach in the AFJROTC program unless they are initially certified, recertified, conditionally certified, or probationally certified by AFOATS/JR. Temporary substitute teachers (must have military experience or be a military member—active duty or reservist) who are approved by AFOATS/JR and paid entirely by the school system are exempted from this requirement.

2.2.2. Certified. An instructor is considered certified when approved by AFOATS/JR as an instructor and has successfully completed the ASIC. AFOATS/JR will fund orders for newly hired instructors to attend ASIC. Initial certification is valid for 3 years, provided all areas of performance remain satisfactory.

2.2.3. Recertified. An instructor is considered recertified when certification has been renewed for another 3 years provided:

2.2.3.1. The individual completes workshop requirements for recertification by the third anniversary of their initial certification or subsequent recertification.

2.2.3.2. The individual's performance is satisfactory. If an instructor who is probationally certified attends a workshop for recertification, the recertification is held pending removal from probational status. Once full certification is regained, the date of recertification will be the date the workshop was completed.

2.2.3.3. The individual meets all Air Force standards. If an instructor fails to meet Air Force standards or does not provide the proper role model image at the time of recertification, certification will be denied until AFOATS/JRI determines the deficiencies have been corrected.

2.2.3.4. The last certification period was satisfactory. If an instructor was probationally certified for more than 18 months of the previous 3 years, or was placed on probation 3 (or more) times during the previous 3 years, certification will be denied. The instructor may apply to be re-entered into the AFJROTC instructor applicant file and allowed to compete for instructor vacancies along with other applicants. However, the instructor will not receive credit for prior service as an AFJROTC instructor in competing for new positions. If hired, the instructor will complete the ASIC and be initially certified along with other newly hired instructors.

2.2.4. Conditionally Certified. An instructor is considered conditionally certified by AFOATS/JR as an instructor until the next ASIC is conducted. AFOATS will not issue a certificate for conditional certification; however, all newly hired instructors and their schools are notified in writing by AFOATS/JRI that they are conditionally certified and are scheduled to attend the next ASIC in order to attain full instructor certification.

2.2.5. Probationally Certified. Instructors may be probationally certified when performance standards are rated as "needs improvement" in two or more areas and provided a probationary period to demonstrate an improvement in performance in lieu of decertification. During a period of probational certification, school officials, and AFOATS/JRI closely monitor the instructor's performance. ("Performance" includes satisfactory conduct and maintenance of appropriate AFOATS and military standards.) Probationally certified instructors are solely responsible for ensuring that their performance is satisfactory. AFOATS/JRI ensures that special instructor evaluation reports (ER) are received as required by paragraph 3.6.3.3. Based upon the ratings of a special ER which is requested at the end of the probationary period (normally 90 days from the start of school in the fall, or adjusted according to individual circumstances), AFOATS/JRI, after coordinating with the SASI (regarding ASIs) and school principal or superintendent, recommends a course of action to AFOATS/JR. AFOATS/JRI prepares correspondence for AFOATS/JR to notify instructors of their certification status. AFOATS/JRI may recommend a course of action without a special evaluation report being requested from school officials if it is determined that the instructor's performance does not meet acceptable Air Force standards.

2.2.5.1. Probational certification status can result from:

2.2.5.1.1. Determination by AFOATS/JR that an instructor's performance is unsatisfactory. No evaluation by school officials is required if AFOATS/JR determines substandard performance through personal evaluation or by a designated representative's trip report (see Table 1, rule 1).

2.2.5.1.2. Two or more blocks checked "needs improvement" in section II of the AFOATS Form 98, **Air Force Junior ROTC Instructor Evaluation Report**, when overall rating is satisfactory (see Table 1, rules 3 through 5).

2.2.5.1.3. Comments made by the rating official in section V of the AFOATS Form 98, or the indorsing official in section VI, indicates unsatisfactory performance when overall rating is satisfactory (see Table 1, rules 3 through 5).

2.2.5.1.4. Placement on the weight and body fat management program (WBFMP) by AFOATS/JR for exceeding body fat standards. Special evaluation reports are not required when an instructor is placed on or removed from the WBFMP (see Table 1, rule 10, and Chapter 7).

2.2.6. Decertified. Certification as an AFJROTC instructor is withdrawn. Overall performance (includes conduct or maintenance of appropriate AFOATS and military standards) is unsatisfactory. Decertification may occur after:

2.2.6.1. An unsuccessful term of probation. The ER provides the notice from the Air Force of the facts or conducts which warranted the term of probation. The term of probation provides the instructor with the opportunity to demonstrate or achieve compliance with all requirements and expectations. If the instructor's performance remains unsatisfactory at the end of the probationary period in the same categories that caused the probation, AFOATS/JRI will provide evidence of unsatisfactory performance to AFOATS/JR. AFOATS/JRI will prepare the documents for decertification or, under appropriate circumstances, recommend an additional term of probation or request AFOATS/JR to appoint an officer to conduct an investigation into the performance or behavior of the instructor or to determine whether the ER is supported by a preponderance of the evidence.

2.2.6.2. An incident of willful misconduct or as required by public health interest or safety. An instructor whose performance (including conduct and maintenance of appropriate AFOATS and military standards) does not warrant a probationary period may be immediately considered for decertification. AFOATS/JRI will forward such information to AFOATS/JR, along with a recommendation for the instructor's decertification without the instructor first being placed on probational certification. AFOATS/JR will make the final decision on whether or not to decertify the instructor. Examples of performance of an instructor not on probational certification that may result in decertification include, but are not limited to, the following:

2.2.6.2.1. Repeated periods of probationary certification for being overfat.

2.2.6.2.2. Conduct that does not meet the standards expected of an Air Force officer or NCO, regardless of the instructor's retired status.

2.2.6.2.3. Conduct causing discredit or embarrassment to the Air Force or the AFJROTC program.

2.2.6.2.4. Fraudulent certification of information on the instructor application.

2.2.6.3. Resignation in Lieu of Decertification or Investigation by School or Law Enforcement Officials. An instructor notified of pending investigation or decertification action may resign in lieu thereof. An instructor, who resigns any time after notification of investigation or decertification action, or in lieu thereof, is decertified and eliminated from the instructor applicant pool.

2.2.6.4. Unsatisfactory Evaluation Report. When an instructor who receives an overall evaluation of "unsatisfactory" does not appeal, the instructor is decertified upon expiration of the period of time allotted for appeal action. The instructor is decertified and eliminated from the instructor applicant pool (see Table 1, rule 6).

2.2.6.5. Unacceptable Termination Evaluation Report. An instructor who terminates employment and receives a less than fully satisfactory ER is decertified upon termination. Only an overall "satisfactory" report with no ratings of "needs improvement" in section II and no negative

comments will permit an instructor to be considered for subsequent employment or transfer (see Table 1, rule 9).

2.2.6.6. AFOATS/JR notifies overfat instructors of their required body fat loss rate when they are entered into the weight and body fat management program. If an instructor has not met the body fat standard after a specified period of time has elapsed, AFOATS/JRI will request a recommendation from AFOATS/JR. AFOATS/JRI will prepare correspondence recommending that AFOATS/JR decertify the instructor.

### **2.3. Investigation:**

2.3.1. The Air Force considers the ER review and appeal process and the complaint system available in a school district to be adequate protection for instructors from unfair evaluations. The Air Force follows a “presumption of regularity” in considering the actions of school officials. In other words, we presume that school employees acting in their official capacity follow the rules and act with fairness, integrity, and diligence in carrying out their duties.

2.3.2. AFOATS/JR may, after consulting with the school principal or superintendent, appoint an investigating officer in coordination and concurrence of the AFOATS/CC to investigate the behavior or performance of an instructor or to determine whether the ratings given in an ER are supported by a preponderance of the evidence. The right to an Air Force investigation belongs to AFOATS/JR and is not a substantive right conferred on instructors. AFOATS/JR will generally only direct an investigation when AFOATS/JR determines:

2.3.2.1. There is some reason not to presume regularity by school officials.

2.3.2.2. A school district or police investigation is not available or is inadequate.

2.3.2.3. Other review procedures, including those provided by this instruction and by school district or union rules (but not including judicial proceedings) have been exhausted.

2.3.2.4. The matter is brought to AFOATS/JR’s attention within 60 days after the exhaustion of all other review procedures.

2.3.3. An investigating officer must be of equal or higher grade than the instructor against whom the decertification is under consideration. The guidelines for Inspector General and commander directed investigations should be used as a reference for conducting the investigation and preparing the report of investigation. The investigating officer gives the report to AFOATS/JR who makes the final decision whether or not to decertify the instructor. The instructor is notified in writing of the final decision.

### **2.4. Recertification Procedures:**

2.4.1. By 1 September, AFOATS/JRI notifies instructors requiring recertification during the next 12 months.

2.4.2. An instructor who fails to be recertified by the expiration date of current certification is automatically decertified as an AFJROTC instructor and eliminated from the instructor applicant pool. Upon request, an extension of current certification date (not to exceed 6 months) may be approved by AFOATS/JRI to enable an instructor to attend an available recertification workshop.

### **2.5. Action Before Change of Certification Status:**

2.5.1. When a staff visits report or other official source of information (excluding AFOATS Form 98) indicates the instructor's performance or conduct is unsatisfactory, AFOATS/JR will inform school officials and request they consider taking corrective action including evaluation of whether the continued employment of the instructor is appropriate. If school officials do not or are unable to take corrective measures, AFOATS/JR will process the case under paragraph 2.2.5.1.1. or 2.2.6.2.

2.5.2. AFOATS/JRI will initiate action to decertify or probationally certify an instructor whenever it is required because of an unsatisfactory rating on an AFOATS Form 98 (see Table 1, rules 3 through 8). AFOATS/JRI prepares correspondence for AFOATS/JR to notify the instructor and appropriate school official of the change of certification status.

2.5.3. If an unsatisfactory overall rating is appealed and is not raised to satisfactory, AFOATS/JRI prepares correspondence for the AFOATS/JR to notify the instructor and appropriate school officials of the change of certification status.

2.5.4. AFOATS/JRI will prepare correspondence for AFOATS/JR when removal of probational certification is required.

TABLE 1

<b>Determining When Probational Certification or Decertification Is Appropriate</b>				
<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>U</b>	If	And	And	then the certification status is
<b>L</b>				
<b>E</b>	AFOATS/JRI determines performance UNSAT (para 2.2.5.1.1.)	AFOATS/JR concurs		probation (special evaluation report (ER) requested) (para 2.2.5.)
<b>1</b>		AFOATS/JR nonconcurs		Satisfactory
<b>2</b>	ER SAT w/qualifi- cation (para 2.2.5. 1.2.)	ER is not appealed (para 3.6.6.)		Probation (special ER requested)
<b>3</b>		ER is appealed (para 3.6.6.)	appeal is not sustained	
<b>4</b>			appeal is sustained	Satisfactory
<b>5</b>	ER UNSAT in section III (para 3.6.4.2.2.)	ER is not appealed (para 3.6.6.)		Decertified (para 2.2.6.4.)
<b>6</b>		ER is appealed (para 3.6.6.)	appeal is not sustained	Decertified (unless JR determines investigation is warranted (para 2.3.)
<b>7</b>			appeal is sustained	
<b>8</b>			appeal is sustained	<u>Satisfactory</u>

9	Termination ER is UNSAT or SAT w/qualification			Decertified (para 2.2.6.5.)
10	Identified as overfat	Medical deferral is not on file		Probation (special ER not required)

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## Chapter 3

### EVALUATION

**3.1. Purpose of the Instructor Evaluation Report.** The purpose of the ER is to obtain an appraisal of the instructor's performance over an extended period of time. The report provides an opportunity for the rater to evaluate the instructor, to discuss their strengths and weaknesses with them, and to recommend means of improving their performance. For AFJROTC, the ER indicates achievement of standards, retainability, potential, and eligibility for renomination to another school.

**3.2. Responsibility of Schools.** The principals (or designated administrators) are considered the program directors at the schools. Accordingly, the school official's evaluation or indorsement can initiate action which could result in AFJROTC instructor decertification action.

**3.3. Responsibility of the Air Force.** AFOATS/JR ensures that only those instructors who maintain acceptable standards retain their Air Force certification as instructors.

**3.4. Responsibility of Instructors.** Instructors are responsible to officials of schools hosting AFJROTC units. The SASI is the senior instructor and reports directly to the principal (or designated administrator) of the school. All other instructors report directly to the SASI. Instructors must meet and maintain school and Air Force requirements and standards.

**3.5. Monitoring and Evaluating.** Monitoring and evaluating is accomplished through appraisal of instructors by the SASI, school officials, AFOATS representatives during staff visits, analysis of staff visit reports, and the overall performance of the unit.

### 3.6. Evaluation Procedures:

3.6.1. Design of Report. The formulation of the AFJROTC Aerospace Science Instructor Evaluation System and the design of the AFOATS Form 98 are the responsibility of AFOATS/JRI. Traits that are essential to instructor success are evaluated on the AFOATS Form 98.

#### 3.6.2. Who Evaluates:

3.6.2.1. The principal (or designated administrator) or immediate supervisor as designated by appropriate school officials evaluates the SASI; the superintendent, or appropriate designee, indorses the ER. If the principal is the indorsing official, the superintendent, or appropriate designee, may further indorse the report by using regular bond paper and attaching a copy to the report.

3.6.2.2. The SASI evaluates ASIs in the unit, and the principal (or designated administrator) or designated supervisor indorses the ERs rendered by the SASI. The principal (if not the indorsing

official) or superintendent may further indorse reports on ASIs by using regular bond paper and attaching a copy to the report.

3.6.2.3. Do not forward ERs to AFOATS/JRI until the ratee indicates concurrence or nonconcurrence and signs and dates the report.

3.6.3. Frequency of Reports. ERs must be submitted to HQ AFOATS/JRI as follows:

3.6.3.1. Annual. For all AFJROTC instructors, reports must have a closing date of 1 April and they are due to AFOATS/JRI by 15 April.

3.6.3.2. Special:

3.6.3.2.1. For instructors with unsatisfactory performance. A reporting official may initiate an evaluation report on an instructor at any time during the academic year when the instructor's performance or conduct does not meet acceptable standards. Before finalizing the report, the reporting official must contact AFOATS/JRI by telephone. In addition, AFOATS/JR may direct an evaluation report when deemed appropriate.

3.6.3.2.2. For instructors who are probationally certified. JR's letter placing instructors on probational certification explains special reporting requirements on an individual basis.

3.6.3.2.3. For instructors who terminate employment. An evaluation report is due to AFOATS/JRI 15 days after the effective date of termination. Fully substantiate an overall "unsatisfactory" rating in section III. Only an overall "satisfactory" report with no ratings of "needs improvement" in section II will permit an instructor to be considered for subsequent employment or transfer. **NOTE:** If an instructor terminates after receiving a fully "satisfactory" rating on their annual ER (1 April), and before the start of school the following fall, a termination ER is not required unless there is a change in duty performance or conduct.

3.6.3.3. Transfer. For instructors who successfully compete for instructor vacancies (see Chapter 4). A report is due to AFOATS/JRI within 15 days of verbal acceptance of the new position. **NOTE:** A transfer ER is not required if a recent annual report is on file.

3.6.3.3.1. It is the instructor's responsibility to request a transfer ER from their rating official and to ensure that it is indorsed, forwarded, and received in AFOATS/JRI by the date prescribed.

3.6.3.3.2. The following conditions apply to instructors desiring transfer consideration:

3.6.3.3.2.1. A transfer ER with an overall rating of "satisfactory" in section III and no rating of "needs improvement" in section II must be on file in AFOATS/JRI by the suspense dates established in paragraph 3.6.3.3.

3.6.3.3.2.2. A probationally certified instructor is not eligible for transfer.

3.6.3.3.2.3. An instructor in a unit scheduled for disestablishment who desires transfer and receives an "unsatisfactory" overall rating in section III or any individual rating of "needs improvement" in section II is ineligible for transfer or reemployment consideration unless all ratings are raised to "satisfactory" through appeal action.

3.6.3.3.3. If the instructor's performance changes after submission of the transfer ER and the instructor is no longer recommended for another school, the rating official will immediately notify AFOATS/JRI and follow up with a new ER.

3.6.3.3.4. Instructors desiring transfer consideration in situations other than those described above should contact AFOATS/JRI for guidance.

#### 3.6.4. Preparing the AFOATS Form 98:

3.6.4.1. General. Competent evaluation requires separate consideration of the various factors in section II, items 1 through 15. Blocks must be checked in each applicable area. If the factor does not apply, leave it blank. Item 15 is optional and to be used at the rater's discretion. Substantiating comments are required in section IV, "Rater Comments," for any individual rating in section II of "needs improvement" or "outstanding." If ratings in section II are all in the "acceptable" category, comments may be made, but are not required. The rater must discuss the ER with the instructor being rated. If deficiencies are recorded, note the degree of improvement made by the instructor from the time they were advised of such deficiencies. Comments may cover only the period of the report. **NOTE: The designated rating official is responsible for completing the AFOATS Form 98. Raters are not prohibited from requesting input from the ratee for consideration/inclusion in the evaluation. However, the AFOATS Form 98 is not to be used as a self-evaluation form and should not be completed by the ratee.**

3.6.4.2. Overall Evaluation (Section III). Consider the qualities listed in section II, as well as how the instructor achieved program objectives. Contact AFOATS/JRI by telephone before finalizing an "unsatisfactory" evaluation report.

3.6.4.2.1. Satisfactory. This instructor may or may not receive average or better marks in each specific area in section II; nonetheless, program objectives are being accomplished, and they are rated overall "satisfactory" in section III.

3.6.4.2.2. Unsatisfactory. This instructor is one who fails to meet minimum standards and is sufficiently deficient in performance (including conduct or other maintenance of standards) that continued employment is not in the best interest of the cadets, the school, or the Air Force. Unsatisfactory performance includes omissions or misrepresentations of facts in official statements or documents; serious financial mismanagement of personal, school, or government affairs; conduct inconsistent with minimum standards of personal conduct, character, or integrity; lack of teaching ability; failure to project a favorable image of the Air Force; or other aspects of instructor performance not acceptable to the school or the Air Force. An overall "unsatisfactory" rating must be specifically substantiated by checking the appropriate "needs improvement" areas in section II and providing specific comments in section IV, "Rater's Comments." If additional space is required for "Rater Comments" in section IV, or "Indorsing Official's Comments" in section V, add continuation sheets as appropriate. Ensure the full name (last, first, middle initial) and SSN of the instructor being rated is entered at the top of each continuation sheet, along with school, location, and unit identifier (example: AZ-12, CA-10, *etc.*). The rating official, indorsing official, and ratee must sign and date the continuation sheet. When the continuation sheet is initiated by the indorsing official, only the indorsing official and the ratee must sign and date the continuation sheet.

3.6.4.3. Indorsing Official. The indorsing official may concur or not concur with the overall evaluation by the rating official. The indorsing official should use independent judgment in evaluating the facts set forth in the report and not rely on the judgment of the rating official. To change the overall evaluation, the indorsing official will initial the block (satisfactory or unsatisfactory) which more accurately depicts the overall performance of the instructor and provide specific comments in section V to substantiate the change. To change any individual rating in section II, items 1 through 15, initial the blocks which more accurately depict the instructor's performance and provide specific comments to substantiate the change.



3.6.4.4. Review by Ratee. The ratee will review, sign, and date the evaluation report in section VI, "Instructor's Authentication," place an "X" in the box to indicate concurrence or nonconcurrence, and make comments, if appropriate. The ratee may appeal the evaluation report if any performance factor in section II is rated "needs improvement" or the overall evaluation in section III is "unsatisfactory" by following the procedures in paragraph 3.6.6.

3.6.5. Routing of Evaluation Reports:

3.6.5.1. AFOATS/JRI will notify each rating official before the due date of the annual report. Rating officials will complete an AFOATS Form 98 (electronic form) and return an original copy to AFOATS/JRI. The ER must be signed and dated by the rater, indorser, and ratee before being returned. Units that are unable to produce the AFOATS Form 98 electronically can contact AFOATS/JRI for assistance.

3.6.5.2. When received by AFOATS/JRI, the completed ER becomes Air Force property and a permanent part of the instructor's personnel file.

3.6.6. Appeals. An instructor may appeal an evaluation or the indorsement by submitting a formal written appeal to the school superintendent and an information copy to AFOATS/JRI within 30 days after signing and dating the ER. The superintendent must notify the instructor and AFOATS/JRI by letter within 15 days after receipt of the written appeal whether or not they will initiate a change. The appeal process does not apply if a special evaluation report is requested by AFOATS and the instructor's performance has not improved to acceptable standards in all areas.

3.6.6.1. Types of Appeals. The instructor may request that the appeal authority:

3.6.6.1.1. Delete any of the comments on the report.

3.6.6.1.2. Change any of the comments on the report.

3.6.6.1.3. Change any of the performance ratings on the report.

3.6.6.1.4. Change the overall evaluation.

3.6.6.1.5. Void the report.

3.6.6.2. Contents of Appeal. The instructor must ensure the appeal is fully supported. The burden of proof is on the instructor. The superintendent need not obtain evidence in support of an appeal but may consider evidence presented through official sources in addition to that presented by the instructor. The appeal may not reflect upon the character, conduct, integrity, or motives of the rating or indorsing official unless fully substantiated and documented.

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## **Chapter 4**

### **INSTRUCTOR TRANSFER**

**4.1. Purpose.** To provide a systematic means for instructors who desire to relocate to another AFJROTC unit to compete along with other candidates.

**4.2. Responsibility of the Air Force.** AFOATS ensures that only instructors who performed satisfactorily at their current unit are allowed to transfer to another unit.

**4.3. Responsibility of Instructors.** To comply with current school district and AFOATS procedures.

**4.4. Transfer Procedures:**

**4.4.1. During first hiring cycle.** Instructors may compete for instructor vacancies during the first hiring cycle (15 February-15 April) without resigning their current positions. Instructors who accept new positions must comply with transfer evaluation report requirements in paragraph 3.6.3.3. and resign their current positions.

**4.4.2. After first hiring cycle.** AFJROTC considers instructors to be committed to their current school for the upcoming school year. To compete for instructor vacancies after 15 April, instructors must resign from their current position and provide written notification of resignation to AFOATS/JRI.

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## Chapter 5

### OUTSTANDING INSTRUCTOR PROGRAM

**5.1. Purpose.** To recognize the diligent work and outstanding achievement of AFJROTC instructors; encourage excellence through superior accomplishment and competition; and stimulate motivation among instructors, identifying criteria necessary to develop full instructor potential.

**5.2. Responsibility:**

5.2.1. Rating officials will submit nominees for the Outstanding Instructor Award as an attachment to the annual ER (IAW Chapter 3). ERs and Outstanding Instructor nominations are due no later than 15 April to AFOATS/JRI. Nominations received after the 15 April deadline or without a completed ER will not be considered for selection.

5.2.2. AFOATS/JRI will review each nomination and applicant's instructor record. AFOATS/JRI will prepare each nomination for review by a board consisting of not less than three members. Award winners will comprise no more than 10 percent of the total officer and 10 percent of the total NCO instructor population.

5.2.3. Board selections will be forwarded to AFOATS/JR for approval. Upon approval, AFOATS/JRI will notify the appropriate school officials by letter as soon as possible.

**5.3. Eligibility Criteria:**

5.3.1. Nominees must have a satisfactory ER and not be on probationary status or the WBMFP at time of nomination.

5.3.2. Nominations will consist of a one-page, handwritten or typed narrative (format at Attachment 3). The narrative should be a brief and concise description of the instructor's specific achievement in five performance areas: 1) superior program management; 2) notable growth and development of the unit; 3) creative adaptation and presentation of the curriculum; 4) relations with the faculty, school administrators, and community; and 5) outstanding accomplishment of program objectives.

**5.4. Procedures:** Instructors nominated and selected must best exemplify the standards of performance and conduct outlined in paragraph 5.3. Instructors not meeting the criteria in paragraph 5.3.1, will not be submitted for board consideration. Upon selection and approval by AFOATS/JR, instructors will be designated as outstanding AFJROTC instructors for the academic year and announced to all units NLT 15 May.

**5.5. The Award.** The award element will consist of AFOATS Form 312, **Outstanding Instructor Award**, signed by AFOATS/JR, showing the unit location and dates of the outstanding performance; and a citation to accompany the award.

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## **Chapter 6**

### **SABBATICAL LEAVE**

**6.1. Purpose.** A sabbatical leave may be granted at the option of the school and AFOATS for research or study with the objective of improving instructor capability.

**6.2. Responsibilities.** Before a sabbatical leave is approved by AFOATS, each requesting SASI or ASI must ensure that all instructor requirements are fulfilled.

**6.3. Procedures.** The school sends a letter to AFOATS/JRI, not later than 6 months in advance, stating it intends to grant a sabbatical. The letter must ensure that:

6.3.1. The requesting instructor understands he will be on leave of absence from his AFJROTC duties for the purpose of improving his capabilities as an instructor.

6.3.2. The school authorities understand the Air Force will not reimburse the school for any salary paid to the instructor while on sabbatical. Pay for this period must be negotiated individually between the school and instructor.

6.3.3. The school will hire a replacement instructor who is approved, nominated, and certified by AFOATS for the period of the sabbatical. The Air Force will reimburse the school one-half of the replacement instructor's minimum pay. AFOATS/JRI will employ normal selection and nomination procedures for the replacement instructor.

6.3.4. Replacement instructors must understand they are hired only during the absence of the SASI or ASI who is on sabbatical.

6.3.5. Both school officials and the requesting instructor understand that if a qualified replacement is not hired 45 days before school starts, the instructor must:

6.3.5.1. Remain in place and delay the sabbatical until a qualified replacement can be hired; or terminate employment in favor of the sabbatical with no guaranteed re-employment rights as an AFJROTC instructor.

6.3.6. Both school officials and the requesting instructor understand that Air Force approval of the sabbatical will be canceled if the termination ER contains any performance ratings of “needs improvement.”

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## Chapter 7

### WEIGHT AND BODY FAT MANAGEMENT PROGRAM (WBFMP)

**7.1. Purpose.** All instructors must maintain body fat standards and an acceptable military appearance. The WBFMP establishes procedures to prevent hiring of overfat applicants for AFJROTC instructor duty, to monitor the body fat status and appearance of SASIs and ASIs, and to eliminate instructors who do not conform to body fat standards.

**7.2. Standards and Procedures.** The standards and procedures used in the AFJROTC weight and body fat management program are based on the standards and procedures for the Air Force weight and body fat management program as described in AFI 40-502, *The Weight And Body Fat Management Program*. However, AFI 40-502 itself does not apply to AFJROTC instructors, and some standards and procedures for the AFJROTC weight and body fat management program may not follow AFI 40-502. Differences between the standards and procedures described in this instruction and those described in AFI 40-502 are not grounds for challenge of any adverse actions against AFJROTC instructors.

#### **7.3. Terms Explained:**

7.3.1. Body Fat Measurement (BFM). A determination of an individual's body fat percentage using a circumferential measurement technique as outlined in attachments 6 and 7.

7.3.2. Body Fat Percentage. The percent of body fat tissue versus total body composition (body muscle, bone, water, and fat).

7.3.3. Medical Practitioner. A physician, a physician assistant (PA), or nurse practitioner (NP) working under a physician's supervision who is authorized to certify the individual's overfat condition is controllable and the body fat measurement was properly administered.

7.3.4. Monthly. Calendar month or a period of time from any day of the month to the corresponding day of the next month. Periods of approximately 30 days.

7.3.5. Observation Period. A 6-month period after the member has met the body fat standards during which the member continues monthly body fat measurements to reinforce a healthy lifestyle.

7.3.6. Overfat. The condition of an individual when the body fat percentage exceeds 24 percent for men and 32 percent for women.

7.3.7. Satisfactory Progress. A change in body fat composition or weight resulting in a decrease of at least 1 percent in body fat each month or a loss of 3 pounds for women or 5 pounds for men.

7.3.8. Unsatisfactory Progress. Failure to reduce body fat or weight at the rates described for satisfactory progress while in Phase I, or an increase in body fat resulting in an individual exceeding body fat standards anytime while in Phase II.

**7.4. Responsibility of Schools.** School officials should be aware that the Air Force requires AFJROTC instructors to maintain prescribed body fat standards and present an acceptable military appearance or the instructor's certification to teach AFJROTC will be withdrawn. The principal (or designated administrator) evaluates the appearance of the SASI on the AFOATS Form 98 and indorses the evaluation report on the ASI (Chapter 3).

**7.5. Responsibility of the Air Force.** AFOATS ensures instructors maintain body fat and appearance standards, enter the WBFMP and lose excess body fat, or become decertified. The program is administered by AFOATS/JRI.

**7.6. Responsibility of Instructors.** Instructors must know and meet prescribed body fat and military appearance standards. If entered into the WBFMP, they are expected to conscientiously pursue a reasonable and satisfactory body fat loss program. They should seek medical assistance in establishing a safe and effective body fat reduction program and exercise self-discipline and self-motivation in reaching their body fat standard. They must understand that failure to reach their body fat standard or a professional military appearance in a specified period of time will result in decertification.

#### **7.7. Procedures:**

7.7.1. Applicants. Applicants for AFJROTC instructor duty must meet Air Force weight standards before the application is accepted. AFOATS/JRI ensures that the applicant information packet includes weight standards and makes it clear that such standards must be met before an application is accepted. If the application reflects an unacceptable weight, a BFM is requested. If the body fat standard is not met, the application is returned without action.

7.7.2. Instructor Weight Checks. Weight tables at attachment 4 reflect the point at which obesity normally begins, based on height measurements. These weight tables will be used as an initial indicator that body fat standards may have been exceeded. Instructors are required to report their height and weight to AFOATS/JRI when directed by AFOATS/JR. In addition, instructors are weighed by AFROTC area managers and AFOATS regional inspection during annual visits. Follow procedures for weight checks and height measurements at attachment 5.

7.7.3. Body Fat Standards. If instructors exceed their prescribed weight, they will then be measured for body fat percentage. The circumferential measurement technique at attachments 4 and 5 is the only acceptable body fat measurement technique. Another indicator of excessive body fat is an individual's professional military appearance. Instructors who present a poor professional military appearance will be measured for body fat percentage, regardless of weight. Body fat standards are 24 percent for men and 32 percent for women. Instructors who are identified as overfat are entered into the WBFMP to help them lose body fat, achieve a professional military appearance, and comply with Air Force standards.

7.7.4. Phase I (Weight Loss Period). Overfat instructors are entered into Phase I of the WBFMP. Information copies of correspondence are provided to the SASI, principal, and area manager. The following procedures apply:

7.7.4.1. Unless a temporary medical deferral is granted, women instructors must lose at least 1 percent in body fat per month or 3 pounds and men instructors must lose at least 1 percent in body fat per month or 5 pounds.

7.7.4.2. Instructors are probationally certified when they are placed in the WBFMP (table, rule 10). They are not entitled to transfer consideration while in Phase I. Should they terminate employment while in probational status, they are ineligible to reenter the AFJROTC instructor program.

7.7.4.3. The body fat status of instructors in Phase I is monitored on a monthly basis. Instructors must furnish the results of a certified body fat measurement (hospital, school nurse, principal, area manager, SASI, *etc.*) to AFOATS/JRI each month. Failure to provide required body fat status could result in decertification.

7.7.4.4. Instructors who meet body fat standards are removed from Phase I and placed in Phase II of the WBFMP, and their probational certification is rescinded. Informational copies of correspondence are provided to the SASI, principal, and area manager.

7.7.4.5. Instructors who do not meet mandatory body fat standards within the time allotted are considered for decertification. (see paragraph 2.2.6.6.)

7.7.5. Phase II (Observation Period). Instructors in the WBFMP who reach their body fat standard stay in the program for 6 months and continue to report their body fat measurements each month. Exceeding body fat standards at any time during this phase constitutes unsatisfactory progress and individuals are returned to Phase I of the WBFMP. Instructors who maintain body fat standards for 6 months are removed from the WBFMP.

**7.8. Temporary Medical Deferral.** A WBFMP participant may request a temporary medical deferral from Phase I of the WBFMP if such a recommendation is made by a medical practitioner for a condition which prevents meeting the body fat loss. A medical practitioner must recommend a temporary medical deferral to AFOATS/JR by documenting the individual's limitations and conditions. Approved temporary medical deferrals may be granted only for the length of time specified by the medical practitioner or a maximum of 6 months, whichever is shorter. In those unique situations that clearly justify an additional deferment, AFOATS/JR may approve a maximum 6-month continuation. Instructors are ineligible for transfer consideration while in this status.

**7.9. Body Fat Standard Adjustment.** Unusual cases may arise in which an instructor's body fat percentage is determined to exceed the standard prescribed by this regulation, but in the opinion of the AFOATS/JR, the instructor does not appear overfat. In such cases a body fat standard adjustment may be warranted. The following procedures will normally apply:

7.9.1. The support base medical practitioner will revalidate the body fat measurement. If it still exceeds standards, the medical practitioner will advise AFOATS/JR whether, upon clinical examination, the instructor is determined to be overfat.

7.9.2. The medical practitioner provides the results of the body fat measurement to the instructor. The instructor requests a body fat standard adjustment from AFOATS/JR. The adjusted standard may not exceed the instructor's measured body fat percentage at the time the adjustment is granted. Instructors should include current full-length photos (profile and straight-on poses) and a supporting recommendation from the area manager in their request for a body fat standard adjustment.

7.9.3. AFOATS/JR may disapprove the request if the proposed body fat standard adjustment will detract from the instructor's military appearance. Disapproved correspondence is returned to the instructor and an information copy is forwarded to AFOATS/JRI.

7.9.4. If AFOATS/JR concurs that the proposed body fat standard adjustment will not detract from the instructor's military appearance. AFOATS/JRI will process the correspondence to AFOATS/JR, the final approval authority, who acts on each case according to information provided.

7.9.5. AFOATS/JRI may recommend that AFOATS/JR revoke an adjustment at any time if the instructor ceases to present a professional military appearance. A body fat standard adjustment may be renewed only if the instructor is evaluated as prescribed above.

7.9.6. When a body fat standard adjustment is disapproved, the instructor is continued in the WBFMP.

BRIAN C. KING, Colonel, USAF  
Director, Air Force Junior ROTC

Attachments:

1. Glossary of References and Supporting Information
2. Examples of Calculating Enrollment
3. Outstanding Instructor Nomination Format
4. Weight Tables
5. Procedures for Weight Checks and Height Measurement
6. Body Fat Measurement Technique - Men
7. Body Fat Measurement Technique - Women

**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

**References**

Title 10, *United States Code, Section 102, Junior Reserve Officers' Training Corps*

Title 10, *United States Code, Section 2031, Junior Reserve Officers' Training Corps*

Public Law 88-647, *Junior Reserve Officers Training Corps Program*

DoDD 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program*

AFI 33-332, *Air Force Privacy Act Program*

AFI 36-2010, *Junior Reserve Officer Training Corps*

AFI 40-502, *The Weight And Body Fat Management Program*

AFOATSI 36-2001, *Junior Reserve Officer Training Corps*

F035 AETC-B, *Air Force Junior Reserve Training Corps Applicant/Instructor System*

**Forms**

AFOATS Form 98, **Air Force Junior ROTC Instructor Evaluation Report**

AFOATS Form 200, **Application for Air Force Junior ROTC Instructor Duty**

AFOATS Form 311, **Aerospace Science Instructor Certificate**

AFOATS Form 312, **Outstanding Instructor Award**

**Abbreviations and Acronyms**

AFOATS Air Force Officer Accession and Training Schools

AFJROTC Air Force Junior Reserve Officer Training Corps

ASI Aerospace Science Instructor

ASIC Aerospace Science Instructor Course

BDU Battle Dress Uniform

BFM Body Fat Measurement

ER Evaluation Report

JROTC Junior Reserve Officers Training Corps

MPC Military Property Custodian



**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION (Continued)**

NP	Nurse Practitioner
PA	Physician Assistant
PT	Physical Training
SASI	Senior Aerospace Science Instructor
WBFMP	Weight and Body Fat Management Program

**Attachment 2**  
**EXAMPLES OF CALCULATING ENROLLMENT**

**Traditional, Modified 4X4 Block (Keep cadets entire year), Trimester, and A/B Block Scheduling:** 151 cadets or more sitting in seats and is projected to remain in excess of that number one additional instructor is authorized. Authorization of more instructors is based on increments of 100 cadets sitting in seats. **EXAMPLE:**

TRADITIONAL (NO CHANGE)
-------------------------

<u>MODIFIED 4X4 BLOCK SCHEDULING</u> (KEEP CADETS ENTIRE YEAR) calculate the same as Traditional Scheduling.
--

<u>TRIMESTER</u> calculate the same as Traditional Scheduling.
--

**A/B BLOCK SCHEDULING**

This unit **IS** authorized a third instructor

This unit **MAY BE** authorized a third instructor

A Block 85 Cadets

A Block 80 Cadets

B Block 95 Cadets

B Block 75 Cadets

180 TOTAL (projected continuation)  
and drop below 151)

155 TOTAL (if attrition\* is included  
will not drop below 151)

**4X4 Block Scheduling:** An average of 151 cadets or more sitting in seats **each block** authorizes one additional instructor. Authorization of more instructors is based on increments of an average of 100 cadets sitting in seats. **EXAMPLE:**

**4X4 BLOCK**

This unit **IS** authorized a third instructor

This unit is **NOT** authorized a third instructor

1st Term 145 Cadets

1st Term 134 Cadets

2d Term 165 Cadets

2d Term 150 Cadets

310 TOTAL divided by 2 = an  
average of 155 (more than 151)

285 TOTAL divided by 2= an  
average of 142 (less than 151)

## EXAMPLES OF CALCULATING ENROLLMENT (Continued)

**Modified Block Scheduling:** An average of 151 cadets or more sitting in seats and projected to remain in excess of that number **per day** authorizes one additional instructor. Authorization of more instructors is based on increments of an average of 100 cadets sitting in seats. **EXAMPLE:**

This unit <b>IS</b> authorized a third instructor			This unit <b>MAY BE</b> authorized a third instructor		
Monday	220	Cadets	Monday	170	Cadets
Tuesday	145	Cadets	Tuesday	135	Cadets
Wednesday	145	Cadets	Wednesday	135	Cadets
Thursday	145	Cadets	Thursday	135	Cadets
Friday	<u>220</u>	Cadets	Friday	<u>180</u>	Cadets
875 TOTAL divided by 5 =			755 TOTAL divided by 5 = average		
average of 175 (projected			of 151 (if attrition* is included and		
continuation)			will not drop below 151)		

This unit **MAY BE** authorized a third instructor

Monday	120	Cadets
Tuesday	135	Cadets
Wednesday	120	Cadets
Thursday	135	Cadets
Friday	<u>255</u>	Cadets
765 TOTAL divided by 5 equals an average of 153		
(if attrition* is included and will not drop below 151)		

**\*Attrition** – average student withdrawal from AFJROTC enrollment over past two years. If AFJROTC enrollment not available, apply overall student enrollment attrition for past two years.

**OUTSTANDING INSTRUCTOR NOMINATION**

**(Rank / Instructor Name)** is nominated for Outstanding Instructor based on his/her superior performance as follows:

*(Justification may be in narrative form or one-line examples of performance, please limit to one page. Use of quantitative examples (i.e. percentages, increases, comparisons, etc.) to substantiate a point is recommended.)*

**- SUPERIOR PROGRAM MANAGEMENT:**

**- NOTABLE GROWTH AND DEVELOPMENT OF THE UNIT:**

**- CREATIVE ADAPTATION AND PRESENTATION OF THE CURRICULUM:**

**- RELATIONS WITH THE FACULTY, SCHOOL ADMINISTRATION, AND COMMUNITY:**

**- OUTSTANDING ACCOMPLISHMENT OF PROGRAM OBJECTIVES:**

**WEIGHT TABLES****A1.1. Men:**

<b><u>HEIGHT (IN INCHES)</u></b>	<b><u>MAXIMUM ALLOWABLE WEIGHT (MAW)</u></b>	<b><u>INTERPOLATED WEIGHT 1/2"</u></b>
60	153	154
61	155	156 1/2
62	158	159
63	160	162
64	164	166 1/2
65	169	171 1/2
66	174	175 1/2
67	179	181 1/2
68	184	186 1/2
69	189	191 1/2
70	194	196 1/2
71	199	202
72	205	208
73	211	214 1/4
74	218	221
75	224	227
76	230	233
77	236	239
78	242	245
79	248	251
80	254	257 1/2

**A1.2. Women:**

60	136	137
61	138	139 1/2
62	141	141 1/2
63	142	144
64	146	148
65	150	152 1/2
66	155	157
67	159	161 1/2
68	164	166
69	168	170 1/2
70	173	175
71	177	179 1/2
72	182	185
73	188	191
74	194	196 1/2
75	199	202
76	205	207 1/2
77	210	212 1/2
78	215	218
79	221	223 1/2
80	226	229

NOTE: For every inch under 60 inches, subtract 2 pounds from the MAW; for every inch over 80 inches, add 6 pounds to the MAW (for men and women).

**Attachment 5**  
**PROCEDURES FOR WEIGHT CHECKS AND HEIGHT MEASUREMENT**

**A2.1. Weight Checks:**

A2.1.1. The member's weight will be measured with shoes off and may be weighed in any military uniform.

A2.1.2. The member may remove contents of pockets and any extraneous equipment (tools, keys, *etc.*) or outer clothing (coats, jackets, *etc.*).

A2.1.3. The member should stand still while on the scale.

A2.1.4. Measurement should be read with the measurer directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.

A2.1.5. Subtract 3 pounds for clothing for men and women.

A2.1.6. Weight will be recorded to the nearest quarter-pound.

A2.1.7. Recommend the weight tables be prominently displayed near unit weighing scales.

**A2.2. Height Measurement:**

A2.2.1. The method for height measurement is the back-to-hard surface method.

A2.2.2. Height will be measured and not transferred from the military identification (ID) card.

A2.2.3. Height will be measured *without* shoes.

A2.2.4. Members should stand facing the person measuring them, with heels together and back straight.

A2.2.5. The member's line of sight should be horizontal.

A2.2.6. Measuring bar should rest lightly on the crown of the head.

A2.2.7. Measurement should be read directly in front of the rod, not an angle from either side.

A2.2.8. Measurement should be rounded up to the nearest half-inch.

A2.2.9. Recommend measurement be administered before 1000 hours.

## Attachment 6 BODY FAT MEASUREMENT TECHNIQUE – MEN

**A3.1. General Instructions.** To measure an individual's body fat percentage you will need to know the individual's height, without shoes (rounded up to the nearest half-inch), and have a standard, nonstretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place without indenting the skin surface. All measurements will be taken on bare skin.

### **A3.2. Procedures:**

**A3.2.1.** With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the long axis of the neck (spinal column) (Figure A3.1). Neck measurements will be rounded up to the half-inch (*i.e.*, round 16 1/8 inches to 16 1/2 or 16 5/8 to 17 inches).



**Figure A3.1.** Neck Measurement.

**A3.2.2.** With the individual standing with arms at his sides and at the end of a normal relaxed exhalation, measure the abdominal circumference at the navel while keeping the tape level to the floor. Abdominal measurements will be rounded down to the half-inch (*i.e.*, round 34 3/4 inches to 34 1/2 or 34 1/4 to 34 inches) (Figure A3.2).



**Figure A3.2.** Abdominal Measurement.

**A3.2.3.** The individual's body fat percentage is determined by first subtracting the neck measurement from the abdominal measurement (ensure the rounded measurements are used, if appropriate). Next, utilizing the attached men's chart, compare this value to the individual's height measurement.

**Attachment 6**  
**BODY FAT MEASUREMENT TECHNIQUE - MEN (Continued)**  
**PERCENT BODY FAT FOR MALES**

CIRCUMF. HEIGHT (INCHES)																				
VALUE	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5
11.0	3	2	2	2	2	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0
11.5	4	4	4	3	3	3	3	2	2	2	2	2	1	1	1	1	1	0	0	0
12.0	6	5	5	5	5	4	4	4	4	3	3	3	3	3	2	2	2	2	2	1
12.5	7	7	6	6	6	6	6	5	5	5	5	4	4	4	4	4	3	3	3	3
13.0	8	8	8	8	7	7	7	7	6	6	6	6	6	5	5	5	5	5	4	4
13.5	10	9	9	9	9	8	8	8	8	8	7	7	7	7	6	6	6	6	6	5
14.0	11	11	10	10	10	10	10	9	9	9	9	8	8	8	8	8	7	7	7	7
14.5	12	12	12	11	11	11	11	11	10	10	10	10	9	9	9	9	9	8	8	8
15.0	13	13	13	13	12	12	12	12	12	11	11	11	11	10	10	10	10	10	9	9
15.5	15	14	14	14	14	13	13	13	13	12	12	12	12	12	11	11	11	11	11	10
16.0	16	15	15	15	15	15	14	14	14	14	13	13	13	13	12	12	12	12	12	11
16.5	17	17	16	16	16	16	15	15	15	15	14	14	14	14	14	13	13	13	13	13
17.0	18	18	17	17	17	17	16	16	16	16	16	15	15	15	15	14	14	14	14	14
17.5	19	19	19	18	18	18	18	17	17	17	17	16	16	16	16	16	15	15	15	15
18.0	20	20	20	19	19	19	19	18	18	18	18	17	17	17	17	17	16	16	16	16
18.5	21	21	21	20	20	20	20	19	19	19	19	18	18	18	18	18	17	17	17	17
19.0	22	22	22	21	21	21	21	20	20	20	20	19	19	19	19	19	18	18	18	18
19.5	23	23	23	22	22	22	22	21	21	21	21	20	20	20	20	19	19	19	19	19
20.0	24	24	23	23	23	23	22	22	22	22	22	21	21	21	21	20	20	20	20	20
20.5	25	25	24	24	24	24	23	23	23	23	22	22	22	22	22	21	21	21	21	20
21.0	26	26	25	25	25	25	24	24	24	24	23	23	23	23	22	22	22	22	22	21
21.5	27	26	26	26	26	25	25	25	25	24	24	24	24	24	23	23	23	23	22	22
22.0	28	27	27	27	27	26	26	26	26	25	25	25	25	24	24	24	24	24	23	23
22.5	28	28	28	28	27	27	27	27	26	26	26	26	25	25	25	25	25	24	24	24
23.0	29	29	29	29	28	28	28	28	27	27	27	27	26	26	26	26	25	25	25	25
23.5	30	30	30	29	29	29	29	28	28	28	28	27	27	27	27	26	26	26	26	26
24.0	31	31	30	30	30	30	29	29	29	29	28	28	28	28	27	27	27	27	27	26
24.5	32	31	31	31	31	30	30	30	30	29	29	29	29	29	28	28	28	28	27	27
25.0	33	32	32	32	31	31	31	31	30	30	30	30	30	29	29	29	29	28	28	28
25.5	33	33	33	33	32	32	32	31	31	31	31	31	30	30	30	30	29	29	29	29
26.0	34	34	34	33	33	33	32	32	32	32	32	31	31	31	31	30	30	30	30	29
26.5	35	35	34	34	34	33	33	33	33	32	32	32	32	32	31	31	31	31	30	30
27.0	36	35	35	35	34	34	34	34	33	33	33	33	32	32	32	32	32	31	31	31
27.5	36	36	36	35	35	35	35	34	34	34	34	33	33	33	33	33	32	32	32	32
28.0	37	37	36	36	36	36	35	35	35	35	34	34	34	34	33	33	33	33	33	32
28.5	38	37	37	37	37	36	36	36	36	35	35	35	35	34	34	34	34	33	33	33
29.0	38	38	38	38	37	37	37	37	36	36	36	36	35	35	35	35	34	34	34	34
29.5	39	39	39	38	38	38	37	37	37	37	36	36	36	36	35	35	35	35	35	34
30.0	40	39	39	39	39	38	38	38	38	37	37	37	37	36	36	36	36	35	35	35
30.5	40	40	40	40	39	39	39	39	38	38	38	38	37	37	37	37	36	36	36	36
31.0	41	41	40	40	40	40	39	39	39	39	38	38	38	38	37	37	37	37	37	36
31.5	42	41	41	41	41	40	40	40	40	39	39	39	39	38	38	38	38	37	37	37
32.0	42	42	42	42	41	41	41	40	40	40	40	39	39	39	39	38	38	38	38	38
32.5	43	43	42	42	42	42	41	41	41	41	40	40	40	40	39	39	39	39	38	38
33.0	44	43	43	43	42	42	42	42	41	41	41	41	40	40	40	40	39	39	39	39
33.5	44	44	44	43	43	43	43	42	42	42	42	41	41	41	41	40	40	40	40	39
34.0	45	45	44	44	44	43	43	43	43	42	42	42	42	41	41	41	41	40	40	40
34.5	45	45	45	45	44	44	44	44	43	43	43	42	42	42	42	42	41	41	41	41
35.0	46	46	45	45	45	45	44	44	44	44	43	43	43	43	42	42	42	42	41	41



**Attachment 6**  
**BODY FAT MEASUREMENT TECHNIQUE - MEN (Continued)**  
**PERCENT BODY FAT FOR MALES**

CIRCUMF. HEIGHT (INCHES)																				
VALUE	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
11.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12.0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12.5	3	2	2	2	2	2	1	1	1	1	1	1	0	0	0	0	0	0	0	0
13.0	4	4	4	3	3	3	3	3	2	2	2	2	2	1	1	1	1	1	1	0
13.5	5	5	5	5	4	4	4	4	4	4	3	3	3	3	3	2	2	2	2	2
14.0	7	6	6	6	6	6	5	5	5	5	5	4	4	4	4	4	3	3	3	3
14.5	8	8	7	7	7	7	7	6	6	6	6	6	5	5	5	5	5	5	4	4
15.0	9	9	9	8	8	8	8	8	7	7	7	7	7	6	6	6	6	6	6	5
15.5	10	10	10	9	9	9	9	9	9	8	8	8	8	8	7	7	7	7	7	6
16.0	11	11	11	11	10	10	10	10	10	9	9	9	9	9	8	8	8	8	8	8
16.5	12	12	12	12	12	11	11	11	11	11	10	10	10	10	10	9	9	9	9	9
17.0	13	13	13	13	13	12	12	12	12	12	11	11	11	11	11	10	10	10	10	10
17.5	14	14	14	14	14	13	13	13	13	13	12	12	12	12	12	11	11	11	11	11
18.0	15	15	15	15	15	14	14	14	14	14	13	13	13	13	13	12	12	12	12	12
18.5	16	16	16	16	16	15	15	15	15	15	14	14	14	14	14	13	13	13	13	13
19.0	17	17	17	17	17	16	16	16	16	16	15	15	15	15	15	14	14	14	14	14
19.5	18	18	18	18	18	17	17	17	17	17	16	16	16	16	16	15	15	15	15	15
20.0	19	19	19	19	18	18	18	18	18	17	17	17	17	17	16	16	16	16	16	16
20.5	20	20	20	20	19	19	19	19	19	18	18	18	18	18	17	17	17	17	17	16
21.0	21	21	21	20	20	20	20	20	19	19	19	19	19	18	18	18	18	18	18	17
21.5	22	22	22	21	21	21	21	21	20	20	20	20	20	19	19	19	19	19	18	18
22.0	23	23	22	22	22	22	22	21	21	21	21	21	20	20	20	20	20	19	19	19
22.5	24	23	23	23	23	23	22	22	22	22	22	21	21	21	21	21	20	20	20	20
23.0	25	24	24	24	24	23	23	23	23	23	22	22	22	22	22	21	21	21	21	21
23.5	25	25	25	25	24	24	24	24	24	23	23	23	23	23	23	22	22	22	22	21
24.0	26	26	26	25	25	25	25	25	24	24	24	24	24	23	23	23	23	23	22	22
24.5	27	27	26	26	26	26	26	25	25	25	25	25	24	24	24	24	24	23	23	23
25.0	28	27	27	27	27	27	26	26	26	26	26	25	25	25	25	25	24	24	24	24
25.5	28	28	28	28	28	27	27	27	27	27	26	26	26	26	26	25	25	25	25	25
26.0	29	29	29	29	28	28	28	28	27	27	27	27	27	26	26	26	26	26	25	25
26.5	30	30	29	29	29	29	29	28	28	28	28	28	27	27	27	27	27	26	26	26
27.0	31	30	30	30	30	30	29	29	29	29	28	28	28	28	28	27	27	27	27	27
27.5	31	31	31	31	30	30	30	30	30	29	29	29	29	29	28	28	28	28	28	27
28.0	32	32	32	31	31	31	31	31	30	30	30	30	29	29	29	29	29	28	28	28
28.5	33	33	32	32	32	32	31	31	31	31	31	30	30	30	30	30	29	29	29	29
29.0	33	33	33	33	33	32	32	32	32	31	31	31	31	31	30	30	30	30	30	29
29.5	34	34	34	33	33	33	33	33	32	32	32	32	31	31	31	31	31	30	30	30
30.0	35	35	34	34	34	34	33	33	33	33	33	32	32	32	32	32	31	31	31	31
30.5	35	35	35	35	35	34	34	34	34	33	33	33	33	33	32	32	32	32	32	31
31.0	36	36	36	35	35	35	35	34	34	34	34	34	33	33	33	33	33	32	32	32
31.5	37	36	36	36	36	36	35	35	35	35	34	34	34	34	34	33	33	33	33	33
32.0	37	37	37	37	36	36	36	36	36	35	35	35	35	34	34	34	34	34	33	33
32.5	38	38	37	37	37	37	37	36	36	36	36	35	35	35	35	35	34	34	34	34
33.0	39	38	38	38	38	37	37	37	37	37	36	36	36	36	35	35	35	35	35	34
33.5	39	39	39	38	38	38	38	38	37	37	37	37	36	36	36	36	36	35	35	35
34.0	40	39	39	39	39	39	38	38	38	38	37	37	37	37	37	36	36	36	36	36
34.5	40	40	40	40	39	39	39	39	39	38	38	38	38	37	37	37	37	37	36	36
35.0	41	41	40	40	40	40	40	39	39	39	39	38	38	38	38	38	37	37	37	37

**Attachment 6**  
**BODY FAT MEASUREMENT TECHNIQUE – MEN (Continued)**  
**PERCENT BODY FAT FOR MALES**

CIRCUMF. HEIGHT (INCHES)										
VALUE *	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
-----										
--										
35.5	39	39	39	39	38	38	38	38	38	37
36.0	40	40	39	39	39	39	39	38	38	38
36.5	40	40	40	40	39	39	39	39	39	38
37.0	41	41	40	40	40	40	40	39	39	39
37.5	41	41	41	41	41	40	40	40	40	40
38.0	42	42	42	41	41	41	41	40	40	40
38.5	42	42	42	42	42	41	41	41	41	41

## Attachment 7 BODY FAT MEASUREMENT TECHNIQUE – WOMEN

**A4.1. General Instructions.** To measure an individual's body fat percentage you will need to know the individual's height (without shoes and rounded up to the nearest half-inch), and have a standard, nonstretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place without indenting the skin surface. With the exception of women's hip measurements, all measurements will be taken on bare skin. Women's hip measurements will be taken while the woman is wearing gym-type shorts.

### A4.2. Procedures:

**A4.2.1.** With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx and perpendicular to the long axis of the neck (spinal column) (Figure A4.1). Neck measurements will be rounded up to the half-inch (*i.e.*, round 13 1/8 inches to 13 1/2 or 13 5/8 to 14 inches).



**Figure A4.1.** Neck Measurement.

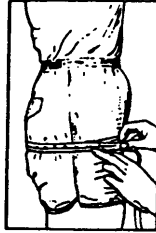
**A4.2.2.** With the individual standing with arms at her sides and at the end of a normal relaxed exhalation, measure the natural waist circumference. The natural waist circumference is the narrowest point, usually located about half-way between the navel and the lower end of the sternum (breast bone). When it is not easy to distinguish the narrowest point, take several measurements and use the smallest (Figure A4.2). Waist measurements will be rounded down to the half-inch (*i.e.*, round 25 3/4 inches to 25 1/2 or 25 1/4 to 25 inches).



**Figure A4.2.** Waist Measurement.

**A4.2.3.** While facing the individual's right side, and with the tape level to the floor, measure the hip circumference by placing the tape around the hips so that it passes over the gluteal muscles (buttocks) at the point that protrudes the farthest. Ensure the tape is applied with sufficient tension so the effect of clothing is limited (Figure A4.3). Hip measurements will be rounded down to the half-inch (*i.e.*, round 36 3/4 inches to 36 1/2 or 36 1/4 to 36 inches).

**Attachment 7**  
**BODY FAT MEASUREMENT TECHNIQUE - WOMEN (Continued)**



**Figure A4.3.** Hip Measurement.

**A4.2.4.** The individual's body fat percentage is determined by adding the waist and hip measurements then subtracting the neck measurement from the sum. Next, utilizing the attached women's chart, compare this value with the individual's height measurement.

**Attachment 7**  
**BODY FAT MEASUREMENT TECHNIQUE - WOMEN (Continued)**  
**PERCENT BODY FAT FOR FEMALES**

CIRCUMF. HEIGHT (INCHES)

VALUE*	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
34.5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35.0	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35.5	3	2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36.0	4	3	3	3	2	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0
36.5	5	4	4	4	3	3	2	2	2	1	1	1	0	0	0	0	0	0	0	0
37.0	6	5	5	4	4	4	3	3	3	2	2	2	1	1	1	0	0	0	0	0
37.5	7	6	6	5	5	5	4	4	4	3	3	3	2	2	2	1	1	1	0	0
38.0	7	7	7	6	6	6	5	5	5	4	4	3	3	3	2	2	2	1	1	1
38.5	8	8	8	7	7	7	6	6	5	5	5	4	4	4	3	3	3	2	2	2
39.0	9	9	9	8	8	7	7	7	6	6	6	5	5	5	4	4	4	3	3	3
39.5	10	10	9	9	9	8	8	8	7	7	7	6	6	6	5	5	5	4	4	4
40.0	11	11	10	10	10	9	9	8	8	8	7	7	7	6	6	6	5	5	5	4
40.5	12	12	11	11	10	10	10	9	9	9	8	8	8	7	7	7	6	6	6	5
41.0	13	12	12	12	11	11	11	10	10	10	9	9	8	8	8	7	7	7	6	6
41.5	14	13	13	13	12	12	11	11	11	10	10	10	9	9	9	8	8	8	7	7
42.0	14	14	14	13	13	13	12	12	12	11	11	10	10	10	9	9	9	8	8	8
42.5	15	15	15	14	14	13	13	13	12	12	12	11	11	11	10	10	10	9	9	9
43.0	16	16	15	15	15	14	14	14	13	13	12	12	12	11	11	11	10	10	10	9
43.5	17	17	16	16	15	15	15	14	14	14	13	13	13	12	12	12	11	11	11	10
44.0	18	17	17	17	16	16	16	15	15	14	14	14	13	13	13	12	12	12	11	11
44.5	19	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13	12	12
45.0	19	19	19	18	18	17	17	17	16	16	16	15	15	15	14	14	14	13	13	13
45.5	20	20	19	19	19	18	18	18	17	17	16	16	16	15	15	15	14	14	14	13
46.0	21	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16	15	15	15	14
46.5	22	21	21	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16	15	15
47.0	22	22	22	21	21	20	20	20	19	19	19	18	18	18	17	17	17	16	16	16
47.5	23	23	22	22	22	21	21	21	20	20	19	19	19	18	18	18	17	17	17	16
48.0	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	18	18	18	18	17
48.5	25	24	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19	18	18
49.0	25	25	25	24	24	23	23	23	22	22	22	21	21	21	20	20	20	19	19	19
49.5	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21	20	20	20	19
50.0	27	26	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21	20	20
50.5	27	27	27	26	26	26	25	25	24	24	24	23	23	23	22	22	22	21	21	21
51.0	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23	23	22	22	22	21
51.5	29	28	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23	23	22	22
52.0	29	29	29	28	28	28	27	27	27	26	26	25	25	25	24	24	24	23	23	23
52.5	30	30	29	29	29	28	28	28	27	27	26	26	26	25	25	25	24	24	24	23
53.0	31	30	30	30	29	29	29	28	28	27	27	27	26	26	26	25	25	25	24	24
53.5	31	31	31	30	30	30	29	29	28	28	28	27	27	27	26	26	26	25	25	25
54.0	32	32	31	31	31	30	30	30	29	29	28	28	28	27	27	27	26	26	26	25
54.5	33	32	32	32	31	31	31	30	30	29	29	29	28	28	28	27	27	27	26	26
55.0	33	33	33	32	32	32	31	31	30	30	30	29	29	29	28	28	28	27	27	27
55.5	34	34	33	33	33	32	32	31	31	31	30	30	30	29	29	29	28	28	28	27
56.0	35	34	34	33	33	33	32	32	32	31	31	31	30	30	30	29	29	29	28	28
56.5	35	35	34	34	34	33	33	33	32	32	32	31	31	31	30	30	30	29	29	29
57.0	36	35	35	35	34	34	34	33	33	33	32	32	32	31	31	31	30	30	30	29
57.5	36	36	36	35	35	35	34	34	34	33	33	32	32	32	31	31	31	30	30	30
58.0	37	37	36	36	36	35	35	35	34	34	33	33	33	32	32	32	31	31	31	30
58.5	38	37	37	37	36	36	35	35	35	34	34	34	33	33	33	32	32	32	31	31

**Attachment 7**  
**BODY FAT MEASUREMENT TECHNIQUE - WOMEN (Continued)**  
**PERCENT BODY FAT FOR FEMALES**

CIRCUMF. HEIGHT (INCHES)

VALUE*	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
59.0	38	38	38	37	37	36	36	36	35	35	35	34	34	34	33	33	33	32	32	32
59.5	39	38	38	38	37	37	37	36	36	36	35	35	35	34	34	34	34	33	33	32
60.0	39	39	39	38	38	38	37	37	37	36	36	35	35	35	34	34	34	33	33	33
60.5	40	40	39	39	39	38	38	37	37	37	36	36	36	35	35	35	34	34	34	33
61.0	41	40	40	39	39	39	38	38	38	37	37	37	36	36	36	35	35	35	34	34
61.5	41	41	40	40	40	39	39	39	38	38	38	37	37	37	36	36	36	35	35	35
62.0	42	41	41	41	40	40	40	39	39	39	38	38	37	37	37	36	36	36	35	35
62.5	42	42	42	41	41	40	40	40	39	39	39	38	38	38	37	37	37	36	36	36
63.0	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37	37	37	36
63.5	43	43	43	42	42	42	41	41	40	40	40	39	39	39	38	38	38	37	37	37
64.0	44	44	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38	38	37
64.5	45	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38	38
65.0	45	45	44	44	44	43	43	42	42	42	41	41	41	40	40	40	39	39	39	38
65.5	46	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40	40	39	39
66.0	46	46	45	45	45	44	44	44	43	43	43	42	42	41	41	41	40	40	40	39
66.5	47	46	46	46	45	45	44	44	44	43	43	43	42	42	42	41	41	41	40	40
67.0	47	47	46	46	46	45	45	45	44	44	44	43	43	43	42	42	42	41	41	41
67.5	48	47	47	47	46	46	45	45	45	44	44	44	43	43	43	42	42	42	41	41
68.0	48	48	47	47	47	46	46	46	45	45	45	44	44	44	43	43	43	42	42	42
68.5	49	48	48	48	47	47	47	46	46	45	45	45	44	44	44	43	43	43	42	42
69.0	49	49	48	48	48	47	47	47	46	46	46	45	45	45	44	44	44	43	43	43
69.5	50	49	49	49	48	48	48	47	47	46	46	46	45	45	45	44	44	44	43	43
70.0	50	50	49	49	49	48	48	48	47	47	47	46	46	46	45	45	45	44	44	44
70.5	51	50	50	50	49	49	49	48	48	47	47	47	46	46	46	45	45	45	44	44
71.0	51	51	50	50	50	49	49	49	48	48	48	47	47	47	46	46	46	45	45	45
71.5	52	51	51	51	50	50	50	49	49	48	48	48	47	47	47	46	46	46	45	45
72.0	52	52	51	51	51	50	50	50	49	49	49	48	48	48	47	47	47	46	46	46
72.5	53	52	52	52	51	51	50	50	50	49	49	49	48	48	48	47	47	47	46	46
73.0	53	53	52	52	52	51	51	51	50	50	50	49	49	49	48	48	48	47	47	47
73.5	54	53	53	53	52	52	51	51	51	50	50	50	49	49	49	48	48	48	47	47
74.0	54	54	53	53	53	52	52	52	51	51	51	50	50	49	49	49	48	48	48	47
74.5	55	54	54	53	53	53	52	52	52	51	51	51	50	50	50	49	49	49	48	48
75.0	55	55	54	54	54	53	53	53	52	52	51	51	51	50	50	50	49	49	49	48
75.5	56	55	55	54	54	54	53	53	53	52	52	52	51	51	51	50	50	50	49	49

**Attachment 7**  
**BODY FAT MEASUREMENT TECHNIQUE - WOMEN (Continued)**  
**PERCENT BODY FAT FOR FEMALES**

CIRCUMF. HEIGHT (INCHES)																				
VALUE*	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
34.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38.5	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
39.0	2	2	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
39.5	3	3	3	2	2	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0
40.0	4	4	3	3	3	3	2	2	2	1	1	1	0	0	0	0	0	0	0	0
40.5	5	5	4	4	4	3	3	3	2	2	2	2	1	1	1	0	0	0	0	0
41.0	6	5	5	5	5	4	4	4	3	3	3	2	2	2	2	1	1	1	0	0
41.5	7	6	6	6	5	5	5	4	4	4	4	3	3	3	2	2	2	2	1	1
42.0	8	7	7	7	6	6	6	5	5	5	4	4	4	4	3	3	3	2	2	2
42.5	8	8	8	7	7	7	6	6	6	6	5	5	5	4	4	4	3	3	3	3
43.0	9	9	9	8	8	8	7	7	7	6	6	6	5	5	5	5	4	4	4	3
43.5	10	10	9	9	9	8	8	8	7	7	7	7	6	6	6	5	5	5	5	4
44.0	11	10	10	10	9	9	9	9	8	8	8	7	7	7	6	6	6	6	5	5
44.5	12	11	11	11	10	10	10	9	9	9	8	8	8	8	7	7	7	6	6	6
45.0	12	12	12	11	11	11	10	10	10	10	9	9	9	8	8	8	7	7	7	7
45.5	13	13	12	12	12	12	11	11	11	10	10	10	9	9	9	9	8	8	8	7
46.0	14	14	13	13	13	12	12	12	11	11	11	10	10	10	10	9	9	9	8	8
46.5	15	14	14	14	13	13	13	12	12	12	12	11	11	11	10	10	10	9	9	9
47.0	15	15	15	14	14	14	13	13	13	13	12	12	12	11	11	11	11	10	10	10
47.5	16	16	15	15	15	15	14	14	14	13	13	13	12	12	12	12	11	11	11	10
48.0	17	17	16	16	16	15	15	15	14	14	14	13	13	13	13	12	12	12	11	11
48.5	18	17	17	17	16	16	16	15	15	15	14	14	14	14	13	13	13	12	12	12
49.0	18	18	18	17	17	17	16	16	16	15	15	15	15	14	14	14	13	13	13	13
49.5	19	19	18	18	18	17	17	17	17	16	16	16	15	15	15	14	14	14	14	13
50.0	20	19	19	19	18	18	18	18	17	17	17	16	16	16	15	15	15	15	14	14
50.5	20	20	20	19	19	19	19	18	18	18	17	17	17	16	16	16	16	15	15	15
51.0	21	21	20	20	20	20	19	19	19	18	18	18	17	17	17	17	16	16	16	15
51.5	22	21	21	21	21	20	20	20	19	19	19	18	18	18	17	17	17	17	16	16
52.0	22	22	22	22	21	21	21	20	20	20	19	19	19	18	18	18	18	17	17	17
52.5	23	23	22	22	22	22	21	21	21	20	20	20	19	19	19	19	18	18	18	17
53.0	24	23	23	23	23	22	22	22	21	21	21	20	20	20	20	19	19	19	18	18
53.5	24	24	24	23	23	23	23	22	22	22	21	21	21	20	20	20	20	19	19	19
54.0	25	25	24	24	24	24	23	23	23	22	22	22	21	21	21	21	20	20	20	19
54.5	26	25	25	25	24	24	24	24	23	23	23	22	22	22	21	21	21	21	20	20
55.0	26	26	26	25	25	25	24	24	24	24	23	23	23	22	22	22	22	21	21	21
55.5	27	27	26	26	26	25	25	25	25	24	24	24	23	23	23	22	22	22	22	21
56.0	28	27	27	27	26	26	26	25	25	25	25	24	24	24	23	23	23	22	22	22
56.5	28	28	28	27	27	27	26	26	26	25	25	25	25	24	24	24	23	23	23	23
57.0	29	29	28	28	28	27	27	27	26	26	26	25	25	25	25	24	24	24	23	23
57.5	30	29	29	29	28	28	28	27	27	27	26	26	26	26	25	25	25	24	24	24
58.0	30	30	29	29	29	29	28	28	28	27	27	27	26	26	26	26	25	25	25	24
58.5	31	30	30	30	29	29	29	29	28	28	28	27	27	27	26	26	26	25	25	25

**Attachment 7**  
**BODY FAT MEASUREMENT TECHNIQUE - WOMEN (Continued)**  
**PERCENT BODY FAT FOR FEMALES**

CIRCUMF. HEIGHT (INCHES)										
VALUE*	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
59.0	31	31	31	30	30	30	29	29	29	28
59.5	32	32	31	31	31	30	30	30	29	29
60.0	32	32	32	32	31	31	31	30	30	30
60.5	33	33	32	32	32	31	31	31	31	30
61.0	34	33	33	33	32	32	32	31	31	31
61.5	34	34	34	33	33	33	32	32	32	31
62.0	35	34	34	34	34	33	33	33	32	32
62.5	35	35	35	34	34	34	33	33	33	33
63.0	36	36	35	35	35	34	34	34	33	33
63.5	36	36	36	35	35	35	35	34	34	34
64.0	37	37	36	36	36	35	35	35	35	34
64.5	38	37	37	37	36	36	36	35	35	35
65.0	38	38	37	37	37	37	36	36	36	35
65.5	39	38	38	38	37	37	37	36	36	36
66.0	39	39	39	38	38	38	37	37	37	36
66.5	40	39	39	39	38	38	38	37	37	37
67.0	40	40	40	39	39	39	38	38	38	37
67.5	41	40	40	40	39	39	39	39	38	38
68.0	41	41	41	40	40	40	39	39	39	38
68.5	42	41	41	41	40	40	40	40	39	39
69.0	42	42	42	41	41	41	40	40	40	39
69.5	43	42	42	42	42	41	41	41	40	40
70.0	43	43	43	42	42	42	41	41	41	40
70.5	44	43	43	43	43	42	42	42	41	41
71.0	44	44	44	43	43	43	42	42	42	41
71.5	45	44	44	44	43	43	43	43	42	42
72.0	45	45	45	44	44	44	43	43	43	42
72.5	46	45	45	45	44	44	44	44	43	43
73.0	46	46	46	45	45	45	44	44	44	43
73.5	47	46	46	46	45	45	45	44	44	44
74.0	47	47	47	46	46	46	45	45	45	44
74.5	48	47	47	47	46	46	46	45	45	45
75.0	48	48	47	47	47	47	46	46	46	45
75.5	49	48	48	48	47	47	47	46	46	46